

# *CHIPPEWA VALLEY CORRECTIONAL TREATMENT FACILITY*



*FY16 Annual Report*

*July 1, 2015 to June 30, 2016*

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## Coordinators

*Institution Primary Phone Number 715-720-2850*

**Americans with Disabilities Act (ADA)** - Chippewa Valley Correctional Treatment Facility is committed to assuring compliance with the Americans with Disabilities Act and has been identified as a handicap accessible facility.

*Kimberly Richardson, Institution Complaint Examiner  
Marci Wittek, Correctional Management Services Director*

**Limited English Proficiency (LEP)** - The Wisconsin Department of Corrections' Executive Directive 71 requires it to take reasonable steps to meet the needs of offenders whose primary language is not English.

*Amanda Arneson, Social Worker*

**Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)** - COMPAS is an actuarial assessment tool being used with other evidence based practices with the goal of reducing recidivism.

*Amanda Arneson, Social Worker*

**Prison Rape Elimination Act (PREA)** - The Federal Prison Rape Elimination Act (PREA) of 2003 was enacted to address the problem of sexual abuse and assault in correctional facilities.

*Turner Wallace, Administrative Captain*

### *Message from Warden Jeff Pugh*

*As the Warden of Chippewa Valley Correctional Treatment Facility (CVCTF), I have the honor to present our 2016 Annual Report. Our focus continues to provide quality substance abuse programming to the inmates housed within our facility which will better prepare them for a successful reentry back into society.*

*During FY15, CVCTF began the transition to delivering the Earned Release Program (ERP) using evidence based curricula to reduce recidivism. This transition continued into FY16. All of the ERP groups that started this year used the new program materials.*

*Another significant transition took place during the past fiscal year when CVCTF converted beds from the Residential program to the Earned Release Program. With this conversion, CVCTF was no longer a site for inmates to complete the Residential program as an Alternative to Revocation.*

*The 2016 annual report shows how our facility works collaboratively with our external partners and organizations to compliment the work that is done by the institution's greatest asset, our staff.*

*CVCTF is dedicated to and continually promotes the Department of Corrections Mission Statement and Core Values.*

### *DOC Mission Statement*

#### **Mission Statement**

**Protect** the public, our staff and those in our charge.

**Provide** opportunities for positive change and success.

**Promote**, inform and educate others about our programs and successes.

**Partner** and collaborate with community service providers and other criminal justice entities.

### *CVCTF Purpose Statement*

*Chippewa Valley Correctional Treatment Facility is dedicated to the development, implementation, and subsequent modification of a treatment program that will effectively and efficiently address the needs of offenders in the area of substance abuse and related issues, preparing them for reintegration to their respective communities.*

### *Fast Facts*

Date Facility Opened:	April 2004
Security Level:	Minimum
Operating Capacity:	450
Current Population:	495
Staff:	165
Inmate to Staff Ratio:	3
Number of Acres:	48
Operating Budget:	\$14,988,284

#### Average Canteen Sales BI-Weekly in FY16

<b>Number of inmates making purchases</b>	415
<b>Number of items sold</b>	15,349
<b>Dollar amount sold</b>	\$13,026

#### Total Money Collected from Inmates in FY16

<b>Victim/Witness</b>	\$ 19,762
<b>DNA</b>	\$ 16,553
<b>Child Support</b>	\$ 12,777
<b>Court Ordered Obligations</b>	\$ 9,005
<b>Medical Co-Payments</b>	\$ 6,750
<b>Institution Restitution</b>	\$ 539

#### Program Completions

Due to the length of the programs, inmates may not complete program in the same fiscal year that they enroll. The Earned Release Program for FY16 currently has a 91% completion rate.

	FY16 Enrollment	FY16 Completions
<b>AODA Residential</b>	293	381
<b>Earned Release Program</b>	757	465
<b>Parenting</b>	25	22
<b>Courage to Remain Tobacco Free</b>	16	14

Parenting and Courage to Remain Tobacco Free are open to all inmates.

#### FY16 Highlights

- ❖ The Earned Release Program transition continues with ongoing training in Evidenced Based Practices, Core Correctional Practices, and Motivational Interviewing.
- ❖ Ten Substance Abuse Counselor positions were converted to Treatment Specialist positions.
- ❖ One of the Facilities Maintenance Specialist-Advanced positions was converted to a Heating, Ventilation and Air Conditioning / Refrigeration Specialist-Advanced.
- ❖ Outside religious services areas were expanded to include a Pagan worship circle
- ❖ Inmates successfully completing the Earned Release Program saved 123,627 bed days (338.70 years). The sentencing court is notified when an inmate completes the program, at which time the sentence is modified to allow release on extended supervision. Bed days are saved by calculating the number of days that are converted from incarceration time to extended supervision.



## General Information

Chippewa Valley Correctional Treatment Facility was originally constructed as part of the then Northern Colony (later Northern Wisconsin Center for the Developmentally Disabled). Originally the building was named Highview Hall and dedicated on November 13, 1966. In 1999, WI Act 9 authorized the spending of \$7.3 million to convert the Highview building to a correctional facility. Initial plans called for the building/grounds to be converted to a geriatric prison for the confinement of an aging prison population and inmates with special medical concerns. The 2003-2005 biennial budget called for a mission change and plans for Highview were changed from that of a geriatric facility to an AODA treatment facility. In March of 2004, Highview Hall was renamed Chippewa Valley Correctional Treatment Facility (CVCTF).

The facility's main building consists of 220,000 square feet of space contained within a five level building. A view from above would show a building that looks similar to an "X". A bank of elevators, stairs, and programming group rooms create a "central core." On each floor four wings extend from the central core. Additional buildings, including a maintenance shop and a storage building have also become part of CVCTF.

CVCTF has living facilities for inmates on three floors of the building in 12 individual wings. Each wing has a population capacity of 38 to 44 inmates depending on its physical layout. Each wing has 4 dormitory-style living areas in which 8-11 men live. CVCTF is a tobacco-free institution with full medical capability, dental, optometry, and psychological services.

## Staffing and Departments

<p><b>Warden's Office</b>  Warden (1)  Deputy Warden (1)  Secretary-Confidential (1)  Institution Complaint Examiner (1)</p> <p><b>Security</b>  Captains (5) – includes (1) Admin. Captain  Lieutenants (3) – includes (1) Admin. Lt.  Program Assistant - Confidential (1)  Sergeants (28)  Officers (54)</p> <p><b>Management Services</b>  Correctional Management Services Director (1)  Office Operations Associate (1)  Financial Program Supervisor (1)  Financial Specialist - Senior (2)  Financial Specialist (1)  Buildings &amp; Grounds Superintendent (1)  Facilities Repair Worker – Adv. (1)  Facilities Maintenance Specialist – Adv. (2)  Electronics Technician Security-Senior – (1)  HVAC/ Refrigeration Specialist – Advanced (1)  Food Service Administrator (1)  Corrections Food Service Leader 3 (1)  Corrections Food Service Leader 2 (4.5)</p>	<p><b>Human Resources</b>  Human Resources Director (1)  Payroll &amp; Benefits Specialist-Conf. (1)</p> <p><b>Psychological Services Unit</b>  Psychologist Supervisor (1)  Psychologist-Licensed (1)</p> <p><b>Health Services Unit</b>  Nursing Supervisor (1)  Medical Program Assistant-Assoc. (1)  Nurse Clinician 2 (3.70)  Misc. staff employed by the Bureau of Health Services (i.e. Physician, Dentist, Dental Assistant, LTE Psychiatrist, LTE Physical Therapist)</p> <p><b>Program Services</b>  Corrections Program Supervisor (3)  Chaplain (1)  Librarian (1)  Sentencing Associate - Senior (1)  Offender Records Assistant 2 (1)  AODA Social Workers (21)  General Population Social Workers (1)  Treatment Specialist 1 (11)  Office Operations Associate (1)</p> <p><b>Contracted Staff</b>  Teacher (1.5)</p>
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## *Internship*

CVCTF has worked closely with the area colleges and technical colleges to offer student internships in various areas. As a treatment facility, the emphasis has been in the field of AODA. CVCTF offers clinical AODA internships as well as Social Work internships that provide orientation and exposure to correctional methodology with a focus on the 12 core functions as they apply to treatment modalities, social work practice and ethical responsibility with hands-on experience in a treatment setting under staff supervision. Ten interns from both UW-Eau Claire and Chippewa Valley Technical College completed internships at CVCTF. PSU staff also supervised a psychology intern at CVCTF during the past year.

## **Volunteers**

Volunteers play an important role in helping provide opportunities and resources to the inmate population. Volunteers complete an orientation process prior to working with inmates.

CVCTF has volunteers in the following areas: Chapel, Programs, Reentry and Education. Volunteers are one of the Chapel's most valuable assets, and CVCTF has 41 active Chapel Volunteers.

## **Community Relations Board**

The CVCTF Community Relations Board is comprised of local citizens representing various businesses and service providers. During meetings the Warden, Deputy Warden and other staff provide facility updates and information to the attendees. Discussions include staffing changes/vacancies, treatment program status, buildings and grounds improvements, community projects, and any other pertinent issues that affect the facility and/or the community. Board members have the opportunity to give CVCTF input about upcoming events, trainings, make inquiries, report local opinions, and share information.

## **Health Services Unit (HSU) Psychological Services Unit (PSU)**

The Health Services Unit at CVCTF is primarily an outpatient treatment clinic, which treats both acute and chronically ill inmates. Treatment is available from 6:00 AM until 8:00 PM, Monday through Friday. After hours and weekend on-call coverage is provided by the nursing staff. The Health Services Unit has a half-time physician, one part-time, and three full-time registered nurses. Support services are provided by a full-time medical program assistant. The dental services consist of a half-time dentist, a half-time dental assistant, and a part-time dental hygienist.

Additional ancillary providers include an LTE physical therapist and psychiatrist. The health services unit is managed by a full-time Health Services Unit Manager. In addition, the Psychological Services department is housed within the Health Services Unit at CVCTF and consists of a Psychologist Supervisor and a licensed psychologist. They provide assessment and treatment to male offenders who have mental health issues in addition to their AODA treatment needs. PSU has an average of 40 face to face contacts a week. PSU staff also provide staff consultation and training on an as needed basis.

## *Alcohol and Other Drug Abuse (AODA) Programs*

### *Residential*

Substance Abuse Counselors facilitate groups, with each group having 12 inmates. The program utilizes “A New Freedom” curriculum. During the 16-week program, inmates focus on identifying their addictions, thinking distortions, ripple effect of their criminal behavior(s), reintegration and relapse prevention. Residential programming is no longer offered at CVCTF. The last AODA Residential program graduated on February 19, 2016.

### *Earned Release Program (ERP)*

The Earned Release Program was added to the programs offered at CVCTF in December of 2007. It was a 26-week program divided into three phases. AODA Social Workers facilitated groups, with ten inmates in each group. The last 26-week ERP group graduated on November 20, 2015.

The Earned Release Program at CVCTF is undergoing a program redesign with the support and direction of the Office of Program Services. With this redesign, Cognitive Behavioral Interventions for Substance Abuse (CBI-SA) and Thinking for a Change (T4C) programs were implemented along with a variety of ancillary groups based on each participant’s individual assessment. This 20-week program is facilitated by AODA Social Workers and Treatment Specialists, with ten inmates in each group. Upon the successful completion of programming, participants are eligible for an earned early release.

	<i>FY16 Enrollment</i>	<i>FY16 Completions</i>
<b><i>Earned Release Program (CBI-SA and T4C)</i></b>	<i>757</i>	<i>465</i>
<b><i>Anger Management</i></b>	<i>194</i>	<i>152</i>
<b><i>Employability</i></b>	<i>139</i>	<i>103</i>
<b><i>Epictetus</i></b>	<i>203</i>	<i>155</i>
<b><i>General Social Skills</i></b>	<i>335</i>	<i>293</i>
<b><i>Pre-Treatment</i></b>	<i>75</i>	<i>75</i>

*Cognitive Behavioral Interventions - Substance Abuse - This program uses a cognitive behavioral approach to teach strategies for avoiding substance abuse. Skill building activities are used to assist with cognitive, social, emotional, and coping skill development.*

*Thinking for a Change - This National Institute of Corrections program uses a cognitive behavioral change program for offenders. It has 25 lessons that include cognitive restructuring, social skills development, and development of problem solving skills.*

*Anger Management for Substance Abuse and Mental Health Clients uses a Cognitive Behavioral Therapy approach that utilizes relaxation, cognitive and communication skills interventions.*

*The Employability curriculum is designed to provide information and skills that will be helpful in obtaining and maintaining employment upon reentry into the community.*

*The Epictetus Program helps inmates break free of criminal thinking. The program focuses on the teaching of Greek philosopher Epictetus.*

*Pre-Treatment is designed as an orientation to the Core Programs provided by CVCTF. It provides an introduction to the cognitive-behavioral model, listening skills and goal setting.*



## **Program Related Activities**

CVCTF staff and inmates recognize National Crime Victims' Rights week in April, Recovery month in September, Domestic Violence Awareness Month in October, and the Great American Smoke Out in November. During these nationally recognized weeks CVCTF participates in activities such as Silent Walk, Recovery Olympics, and hosting guest speakers. CVCTF started a horticulture program that provides inmates the ability to learn and manage vegetable and flower gardens. Yoga and meditation groups are offered to inmates on a weekly basis to assist with developing healthy coping skills. CVCTF offers Alcoholic Anonymous, Narcotics Anonymous and The Courage to Stay Tobacco Free.

## **Restorative Justice**

**ERP Community Service** - As part of the Earned Release Program, it is a requirement that inmates assist with community service projects. The projects include a wide range of duties working with non-profit organizations. This allows the inmates a chance to start giving back to the community. Community organizations that CVCTF inmates assisted are:

- McDonnell High School – Painting and moving furniture
- Chippewa County Housing Authority – Cleaning, painting, yard work
- Building Hope – Sorting donations and assisting with salvaging doors, ceiling tiles, trim work City of Bloomer – Painting the water hydrants
- Irvine Park – Cleaning and racking animal cages
- Veteran's Assistance Program – Organizing donation in storage shed
- Jim Falls Sturgeon Fest - Putting up fencing and setting up for the Labor Day Weekend Festival as well as helping tear down and clean up
- Adopt a Highway – Picking up garbage
- Chippewa Valley Railroad – Painting, cleaning and helping repair the tracks
- Chippewa Youth Hockey Rink – General cleaning
- Irvine Park – Setting up holiday light displays, cutting brush
- Spring Fest, Northern Wisconsin State Fairground – Setting up and taking down tents
- The Past Passed Here – Setting up and taking down tents
- Bloomer Cemetery - Picking up brush and weed whacking

## **Security**

The mission of the Security Department is to protect the public, staff, inmates, and property of Chippewa Valley Correctional Treatment Facility. Security, in coordination with programming staff, is responsible for scheduling volunteer work crews for non-profit community organizations. CVCTF Security personnel are responsible for the day to day operation of the facility to include: Inmate housing and living conditions, movement and transportation of inmates, receiving and processing of inmate mail and property, supervising inmate work details, scheduling and supervision of community service projects, coordinating with program staff to assist inmates in obtaining necessary documentation: such as driver's license, social security cards, birth certificates, and handling any medical or security emergencies.

<b>Conduct Reports</b>	
<b>Major</b>	124
<b>Minor</b>	321
<b>Appeals</b>	
<b>Major</b>	1
<b>Minor</b>	2



## **Library**

*The CVCTF Library serves approximately 550 inmates and staff, and is open Monday through Friday, with evening hours on Thursdays. In FY16, 627 items, including magazines, books and audio-visual materials, were added to the collection, 897 items were withdrawn, giving a total collection of 11,920 items. 780 new library users were added and 781 users were deleted, leaving 495 current inmate users (100% of the inmate population). There were 19,155 visits to the library by inmates, 24,359 items circulated; 3,491 photocopies were made for inmates during this time.*

*CVCTF started providing Inter-Library Loan services in the fall of 2014. In FY16, there were 935 items requested, 928 items received, and 202 items sent out to other libraries.*

*The five computers in the library allow the inmates to access to LexisNexis (the on-line legal library), word processing, and the JobCenter web site. Individual EdNet accounts are used to access these programs. In FY14-15, 747 accounts were created or transferred and 556 were deleted due to releases and transfers, leaving 428 active accounts at the end of June.*

*The Librarian is the Chief Examiner for GED testing. In FY16, 71 predictor tests, 8 TABE and continuing education exams, and 77 official HSED tests were proctored by the Librarian and teachers at CVCTF in the Library and Computer Lab, to a total of 50 students. Of those students, 5 completed their GED and 2 completed their HSED requirements for graduation. In order to receive a GED in the State of Wisconsin, a person must pass a civics test in addition to math, science, social studies, and language arts tests. Since students are not here very long, many students only have time to complete one or two tests before release.*

## **Computer Lab/Education**

*The CVCTF computer lab is a resource available to all inmates with two primary functions: computer access and educational support. It is open approximately 30 hours per week and is staffed by one full-time and one part-time contract licensed teacher. A teacher is available as a resource anytime the lab is open, providing support for inmates as they navigate the GED or HSED coursework and tests. Lab hours are divided between computer support and school hours.*

*The sixteen computers in the lab allow inmates to access to Microsoft Word, Career Scope, and Job Center. Five of the sixteen computers are designated GED testing stations that give inmates access to Pearson Vue Testing. The software programs are used to complete any tasks from AODA or ERP groups, reentry modules, employability coursework, the typing of legal documents, and educational letters. There were 6,659 inmate sign-ins during the past year.*

*The computer lab is also home to any educational support that inmates might require. The teacher provides inmates with a variety of educational literature and information regarding post-release educational opportunities. This information includes, but is not limited to, course descriptions and program offerings at any of the Technical Colleges or Universities in Wisconsin. Inmates have access to information about financial aid, FAFSA, and the application process to the school of their choice. Students also come to the computer lab for help to improve their reading, writing, and spelling skills.*

During FY16 there were approximately 186 Career Scope assessments administered in the computer lab by the teacher. In addition, there were 14 TABE tests given and 47 GED/HSED predictor tests given in the computer lab by the teacher.

### **Chapel**

In 2015, the Chapel offered several different services, studies and activities in the Chapel for inmates with Catholic, Eastern Religion, Islamic, Jewish, Native American, Pagan, Humanist/Atheist/Agnostic and Protestant religious beliefs. The Chapel continues to receive donations which contribute to the growing religious media center and library. These donations are a great asset to the institution. The Chapel has two inmate clerks that assist the Chaplain, as well as both inmate and community volunteers.

CVCTF's religious programming continues to offer Annual Religious Celebratory Meals /Observances to the recognized religious groups. In addition to this, inmates may also participate in Ramadan, Ghost Feast, and Passover.

An additional spiritual support group, called Rap with Chap, is offered to inmates of all faith backgrounds. Inmates can come together to discuss their beliefs and further articulate the framework of their own spirituality, while staying open minded and respecting others' beliefs.

In 2015, the Chapel facilitated inmates' participation in The Prison Fellowship Angel Tree Program and The Salvation Army Christmas toy projects. Each of these organizations allows incarcerated fathers to provide free gifts for their children at no charge.

### **Food Service**

Food Service at CVCTF operates from 5:30 am – 7:30 pm daily. Food and supplies are delivered to CVCTF on a weekly basis from our contracted vendors. Bread products are purchased from the state bakery contract, and desserts are made fresh daily, in-house. Wisconsin DOC consolidated menus are utilized to facilitate cost savings associated with volume food purchasing, and to meet the nutritional requirements of the inmates we serve.

Meal service is provided from a centralized tray-line in the main kitchen. Approximately 500 meals are set up in 40 minutes three times daily. Individual meal trays are distributed in unit serveries on each living unit wing.

In the past year CVCTF food service provided 555,287 meals, at an average cost of \$0.98 per meal. The food service operation at CVCTF is staffed by one food service administrator, 5 full-time correctional food service leaders, 1 half- time food service leader, and 47 inmate workers.

Food service inmate workers are trained in the skills necessary to obtain gainful food service employment upon release. Additionally, inmate workers are encouraged to become ServSafe Certified through the National Restaurant Association. Five inmates were certified in ServSafe in FY16.

The Garden Project continues as a joint effort with between Buildings and Grounds and Food Service. The 2015 Final Garden Yield was 4,448 pounds. The fresh vegetables are popular with inmates.

Approximate food cost savings	\$ 3,770.06
Cost of plants and seeds	\$ 295.10
Approximate net savings	\$ 3,474.96

## Maintenance

*The maintenance department consists of six maintenance staff and twenty-two inmate worker positions. These inmate workers assist maintenance staff with completing repair work orders. They also perform carpentry, plumbing and electrical repairs and preventative maintenance on grounds-keeping and recreational equipment, under the supervision of maintenance staff.*

*This year we started a mini-greenhouse inside the institution. The garden was planted using plants started from seed inside the institution. We try to hire inmates that have completed the horticulture program at another institution to work on the garden. Inmates have a chance to learn more about growing their own food, and the vegetables are used for onsite meal preparation. Most of the institutions have some form of garden. The vegetables are planted in bulk, and it reduces the cost of preparing meals. The meal cost at CVCTF is around \$0.96.*

*A raised garden was built by maintenance inside the institution so that group working with greenhouse could have a test garden. Flower planter boxes were built by the maintenance department by the sidewalk leading out to the recreation field.*



## Records

*ERP began at CVCTF in December 2007 with the first ERP releases beginning in June 2008. In Fiscal Year 2015, out of the 426 releases, 302 (~ 71%) were ERP releases. In Fiscal Year 2016, CVCTF went to an all ERP facility.*

*The CVCTF Records Office has two staff members, a Corrections Sentencing Associate - Senior and an Offender Records Associate, which are responsible for all aspects of an institution Records Office. The CVCTF Records Office also has the additional responsibility for reviewing inmates for proper placement in ERP as well as preparing, mailing, and tracking the ERP documents that are sent to the Court. Once the signed ERP orders have been received, then the CVCTF Records Office coordinates the release of the inmate within 6 business days.*

- 776 Inmate Transfers In
- 152 Inmate Transfers Out
- 534 Inmate Releases
- 302 Inmates released due to ERP completion

## ***Inmate Complaints***

The Inmate Complaint Review System offers inmates a method of having their grievances known and investigated in a formal and confidential manner. Wisconsin Administrative Code 310 dictates the structure and process for this system. The Institution Complaint Examiner (ICE), under the supervision of the Warden, investigates a wide range of issues which affect institution environment.

Litigation which is filed against the institution or Department of Corrections staff is handled by the ICE at CVCTF. The Complaint Examiner responds to court orders in conjunction with the Office of Legal Counsel, WI Department of Justice, and the Attorney General Brad D. Schimel.

CVCTF has one full time Institution Complaint Examiner.

The CVCTF Complaint Department processed 421 complaint submissions during Fiscal Year 2016:

- 166 complaints accepted and assigned a number.
- 255 submissions returned in accordance with DOC 310.
- Total monetary reimbursements this fiscal year: \$204.28

<b><i>Summary of Complaints Answered for FY16</i></b>	
<b><i>Complaints Affirmed</i></b>	36
<b><i>Complaints Dismissed</i></b>	96
<b><i>Complaints Rejected</i></b>	34

## ***Acronyms***

***ADA – Americans with Disabilities Act***

***FAFSA – Free Application for Federal Student Aid***

***AODA – Alcohol and Other Drug Abuse***

***FY16 – Fiscal Year 2016***

***CBI-SA – Cognitive Based Interventions for Substance Abuse***

***GED – General Equivalency Diploma***

***COMPAS - Correctional Offender Management Profiling for Alternative Sanctions***

***HSED – High School Equivalency Diploma***

***CVCTF - Chippewa Valley Correctional Treatment Facility***

***HVAC – Heating, Ventilation and Air Conditioning***

***ICE – Institution Complaint Examiner***

***DAI – Division of Adult Institutions***

***LEP - Limited English Proficiency***

***DNA – Deoxyribonucleic acid***

***PREA – Prison Rape Elimination Act***

***DOC – Department of Corrections***

***TABE – Test of Adult Basic Education***

***T4C – Thinking for a Change***

***EdNet – Education Network***

***WI - Wisconsin***

***ERP – Earned Release Program***